

Registration Basics	
Know your plan	<p>Go to: www.skhs.queensu.ca go to Current Students choose Undergraduate Studies</p> <p>Select: HLTH, KIN or PHE</p> <p>Select: Plan Requirements</p> <p>Select: Degree Audit Forms</p>
Understand your plan	<p>All degrees are made up of two sets of degree requirements.</p> <ol style="list-style-type: none"> 1. Plan requirements 2. Elective requirements. <p><u>Plan requirements include:</u></p> <ol style="list-style-type: none"> 1. Core courses – that you must take. 2. Option courses – from which you get to choose. 3. PHE plans also include practicum courses – some of which you must take and others where there is a choice. <p><u>Elective requirements include:</u></p> <ol style="list-style-type: none"> 1. Arts and Science courses in any subject at any level. 2. KIN plans also include Natural and Physical Science courses which have level requirements. The Natural & Physical Sciences website outlines which courses are allowed in this category. 3. The PHE plan has restrictions on how many KNPE courses count in the elective requirements.
Read the notes	The Degree Audit Forms have important notes that answer common questions.
Assess your progress	<p>Fill out your Degree Audit Form.</p> <ul style="list-style-type: none"> ➤ Put grade achieved beside courses that are completed. ➤ On second page, make a note of the total units that you have completed at the end of the last term.
Plan for the next year	<p>Review the <u>plan requirements</u>.</p> <ul style="list-style-type: none"> ➤ Know which core courses you need to take next (see YR beside the course on the Degree Audit Form). ➤ Choose your preferred option courses. <p>Review your <u>elective requirements</u>.</p> <ul style="list-style-type: none"> ➤ Know how many electives you should be taking next.
Know what is offered	<p>Go to: SKHS Draft Timetable found on the SKHS Registration website</p> <p>Review the following information on a course-by-course basis:</p> <ul style="list-style-type: none"> • Professor and term offered. • <u>Prerequisites</u>: course which must be taken before you can register into it. • <u>Exclusions</u>: course(s) which you cannot take for credit if you also take this course. • <u>Corequisites</u>: course(s) which must be taken either before or at the same time as this course. • <u>Leads to</u>: this course will be required as a prerequisite in order to take other courses.

<p>Know the course restrictions (you won't be able to enrol in a course if you don't meet the plan restrictions)</p>	<p>The SKHS Draft Timetable lists the following information on a course-by-course basis.</p> <ul style="list-style-type: none"> • <u>Enrolment limit</u>: class size can be limited by multiple factors, e.g. classroom size, T.A. support, etc. • SOLUS can allocate the number of seats for students in different plans and/or year in program, e.g. 160 seats are reserved for KIN students in HLTH 101 and the remaining 490 seats are reserved for first-year students. <p>Some courses are restricted to students in specific degree plans and/or level in program.</p> <ul style="list-style-type: none"> • <u>Open Enrolment</u>: some classes are restricted until Open Enrolment which means certain students are waiting for seats, e.g. HLTH 101 for upper-year students. • <u>Timed Enrolment</u>: some classes have unique registration pressures so access is "rolled out". Ex. <ul style="list-style-type: none"> ○ HLTH 237 (Addictions) is restricted to second-year HLTH, KIN and PHE students until after the last appointment time for YR2 students. ○ At noon on August 26, HLTH 237 will open to upper-year HLTH, KIN and PHE students. ○ As of Open Enrolment (August 31st) HLTH 237 is available to all students at Queen's.
<p>Have a registration strategy</p>	<p>Print off the Registration Worksheet.</p> <ul style="list-style-type: none"> • Start with your <u>core courses</u> and list by Fall or Winter Term. • Next, select your preferred <u>option courses</u> and list by Fall or Winter Term. • Finally, select the <u>elective courses</u> that you'd like to take by Fall or Winter Term. <p>Did you?</p> <ul style="list-style-type: none"> ➢ Include all required core courses? ➢ Plan ahead to the following year's option/elective courses to ensure you're taking the prerequisites this year? ➢ Remember that although all <i>Courses of Instruction</i> are listed in the Arts and Science Calendar, only those courses that are offered in 2020-21 will be on SOLUS when the final Timetable is posted? ➢ Know that all courses have course/plan restrictions? Check with the appropriate department for further information if you need more information.

Registering for courses (Program specific):

	<p>Do not attempt to register in courses that you have already been registered in. Please check your registration panel before adding courses into your shopping cart.</p> <ul style="list-style-type: none"> • When you register, SOLUS will delete any course that was preloaded (see below) if it is also in your shopping cart. e.g. If KNPE 125 is in your shopping cart and you are in first-year KIN, SOLUS will delete it from your registration and attempt to add you again. If seats are no longer available in the course, you will not be registered. • As courses have waiting lists, losing a seat in a course may mean another student will automatically be added by SOLUS and you may not get back in.
<p>KIN YR1</p>	<p>When you have your appointment time, you will be preloaded in the following courses.</p> <ul style="list-style-type: none"> ➢ <u>Core courses</u>: HLTH 101, KNPE 125, KNPE 153, KNPE 167, PSYC 100 ➢ <u>Elective courses</u>: BIOL 102, BIOL 103 <ul style="list-style-type: none"> ○ The majority of KIN students take BIOL 102 and 103 which have labs. To ensure that you get a conflict-free time, these two courses are preloaded. You <u>do not</u> have to take them, it is OK to drop them and add other electives.

HLTH YR1	<p>Students in Arts & Science are not accepted into a HLTH Plan until Spring and are responsible for registering into all courses. They are advised to read the material posted on the Plan Selection, First-Year Students website.</p> <ul style="list-style-type: none"> ➤ <u>Core courses</u>: HLTH 101 (required), HLTH 102 (highly recommended) and PSYC 100 (highly recommended)
KIN YR2	<p>When you have your appointment time, you will be preloaded in the following courses.</p> <ul style="list-style-type: none"> ➤ <u>Core courses</u>: HLTH 252, KNPE 225, KNPE 227, KNPE 251, KNPE 255, KNPE 254, KNPE 265 <p>* Due to the move to remote delivery in 20-21, ANAT 315 and ANAT 316 will not be offered. KIN students are encouraged to delay taking these courses until third year. For students who cannot delay taking anatomy (e.g., mini-stream courses, planned exchange in third year), the following courses will be accepted as substitutes in 20-21 only: ANAT 100 (online) and ANAT 380 (online). Please contact Vanessa if you have any questions about planning your course selection at mailto:skhs.ug@queensu.ca</p> <ul style="list-style-type: none"> ➤ <u>Mini-stream</u>: If you were accepted into the Athletic Therapy Mini-Stream, KNPE 331 or if you were accepted into the Strength and Conditioning Mini-Stream, KNPE 345 (in 2020-21 only), these courses will be swapped for KNPE 265 for students in the mini-stream. Students who would prefer to have another core course swapped for the mini-stream course should contact Vanessa McCourt (skhs.ug@queensu.ca).
HLTH YR2	<p>You are responsible for registering into all core, option and elective courses.</p> <ul style="list-style-type: none"> ➤ HLTH students who need HLTH 102: please contact Trish Stenzl (stenzlt@queensu.ca) before appointment times begin to request that you be preregistered to this course.
KIN YR3	<p>You are responsible for registering into all core, option and elective courses. Only the following courses that require department approval will be preloaded for students:</p> <ul style="list-style-type: none"> ➤ <u>Mini-streams and DIPA certificate</u>: If you are in the Athletic Therapy Mini-Stream, KNPE 330. If you are in the Strength and Conditioning Mini-Stream, KNPE 346. If you are in the DIPA Certificate HLTH 332 and KNPE 336. ➤ <u>Research Internship</u>: If you were accepted by a supervisor, KNPE 352. ➤
HLTH YR3	<p>You are responsible for registering into other core, option and elective courses. Only the following courses that require departmental approval will be preloaded for students:</p> <ul style="list-style-type: none"> ➤ <u>DIPA certificate</u>: If you are accepted into the DIPA certificate HLTH 332 and KNPE 336. ➤ <u>Research Internship</u>: If you were accepted by a supervisor, HLTH 352. ➤ HLTH students who need HLTH 102: please contact Trish Stenzl (stenzlt@queensu.ca) before appointment times begin to request that you be preregistered to this course.
KIN YR4	<p>*Check your email send July 14 about pre-registration for 4th year.</p> <p>You are responsible for registering into other core, option and elective courses. Only the following courses will be preloaded for students:</p> <ul style="list-style-type: none"> ➤ <u>400-level courses</u>: KNPE 400 (core) and sufficient 400-level courses to complete your 400-level option course requirements. ➤ <u>Mini-streams and DIPA Certificate</u> : If you are in the Athletic Therapy Mini-Stream, KNPE 430. If you are in the Strength and Conditioning Mini-Stream, KNPE 446. If you are in the DIPA Certificate, KNPE 436. ➤ <u>Independent courses</u>: If you were accepted by a supervisor, KNPE 456, KNPE 491 and/or KNPE 595.
HLTH YR4	<p>*Check your email send July 14 about pre-registration for 4th year.</p> <p>You are responsible for registering into all core, option and elective courses. Only the following courses will be preloaded for students:</p> <ul style="list-style-type: none"> ➤ <u>400-level courses</u>: Sufficient 400-level courses to complete your 400-level option course requirements. ➤ <u>DIPA certificate</u>: If you are in the DIPA Certificate, KNPE 436. ➤ <u>Independent courses</u>: If you were accepted by a supervisor, HLTH 456, HLTH 491 and/or HLTH 595 ➤ HLTH students who need HLTH 102: please contact Trish Stenzl (stenzlt@queensu.ca) before appointment times begin to request that you be preregistered to this course.

